RMGT -101 (7/92)

UNIVERSITY OF MARYLAND AT COLLEGE PARK

SCHEDULE NO.

1758

PAGE NO.

1 of 2

RECORDS RETENTION AND DISPOSAL SCHEDULE

	AGENCY	DIVISION		
em lo.	Description	Retention		
1.	GENERAL CORRESPONDENCE			
	Files include incoming and outgoing correspondence Center of Agricultural Biotechnology policies and procedures, brochures, CAB employee list (updated), symposium, lectures, seminars, job applications, ABC subject files.	Screen annually and destroy material for which no further reference is required. Material having continuing administrative, legal, fiscal, or historical value to be microfilmed.		
		Material that relates to development of the Center should be per- manently.*		
2.	MISCELLANEOUS ACCOUNTING RECORDS	Retain for five years and/or until all audit		
>	Files include completed copies of transfers of pay- roll and non-payroll charges, journal forms for fee charges, report of fees, account general ledgers, purchase orders, invoices, requisition ledgers, travel requests, expense reports, petty cash reports, deposit forms, work request forms, communication request forms, miscellaneous payment forms, internal service requests, pay journals.	requirements have been fulfilled, then destroy.**		
3.	CENTER FOR AGRICULTRUAL BIOTECHNOLOGY GRANT FILES	Material should be re- tained for five years		
	Files include all proposed grant requests, all funded grants, all updating of grant funds, all year(s) Center budgets (past, current, and projected), laboratory vendor files, newletters, announcements, account general ledgers, purchase orders, invoices.	and/or until all audit requirements have been fulfilled, then destroy		

Schedule Approved by the Vice President of Administrative Affairs

Schedule Authorized by

Swand C. Paperfus p

Date

State Archivist

RMGT-301 (7/92)

REVISED 10/19/95

RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

SCHEDULE NO.

1758

PAGE NO. 2 · of 2

	· · · · · · · · · · · · · · · · · · ·			
Item No.	Description	Reten	tion	
4.	CENTER FOR AGRICULTURAL BIOTECHNOLOGY ADMINISTRATIVE FILES Files include all CAB personnel and payroll files, contract employee time sheets, faculty time sheets and yearly reports of leave, curriculum vitae (updated), leave forms state car files, daily parking use files, grant reports of spending and projections, blank form files, benefit information, retirement information, inventory forms, backup public computer directories on network, all materials pertaining to searches by CAB.	Personnel files to be kept for 5 years beyond termination of employee, then destroy. All other files should be kept for five years and until all audit requirements have been fulfilled, then destroy.**		
5.	CENTER FOR AGRICULTURAL BIOTECHNOLOGY LABORATORY FILES Files include research and compiled analyses, publications resulting from work, background publications used during publication, vendor catalogs, laboratory notebooks. +CAB IS THE OFFICE OF RECORD FOR SPECIFIC ANALYTICAL DATA. CENTER FOR AGRICULTURAL BIOTECHNOLOGY TEACHING FILES Files include instruction materials, prospectus, syllabus, exams, student records, recommendations.	other All/files sh tained for f and/or until requirements fulfilled, t Material tha to student r should be re	ta) should permanently. nould be re- five years all audit have been then destroyed trelates records etained	
	*IF UMCP ARCHIVES IS NOT AVAILABLE, MATERIAL FOR PERM	All other fi be retained iod of five until all au ments have b led, then de	for a per- years and/or dit require- peen fulfil- estroyed.**	
	WILL BE TRANSFERRED TO STATE HALL OF RECORDS IN ANNAPOUNTH LIMITED RETENTION PERIOD (5-25 years) WILL BE TRANSFERRED TO STATE ARCHIVES FACILITY IN JESSUP. **UNTIL AUDIT REQUIREMENTS HAVE BEEN FULFILLED MEANS IN RELATED DOCUMENTS, THREE YEARS FOR NON-MONETARY FEDERAL THREE YEARS FOR MONETARY FEDERAL RELATED DOCUMENTS UNITYEARS THREE MONTHS FOR MONETARY FEDERAL RELATED DOCUMENTS.	LIS AND MATE NSFERRED TO TIFE YEARS FO L RELATED DO JER \$25,000 A	RIAL THE OR STATE OCUMENTS AND SIX	

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		Y OF MARYLAND AT LEGE PARK	AGENCY RECORDS INVENTORY PAGE 1 OF 1	
1. AGENCY Biotechnology Institute University of Maryland/accepted Rayloger	2. DIVISION Center for	Ag Biotech	3. UNIT	
DESTRICTION BECORD SERVES A	GROUP OF RELATED RE	ECORDS NORMALLY FILED AND	USED AS A UNIT FOR REFERENCE	
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR	
General Correspondence			<u>1986 _{TO} 1995</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIPTION) IN THE SERIES. Files include incoming and outg technology policies and Procedu lectures, seminars, job applica	INCLUDE THE PURPO oing correspo res, brochure	ose or function of the indence, Center fo s, CAB employee	serres.) or Agricultural Bio-	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	SEQUENCE	9. VOLUME	
© LETTER SIZE ☐ MICROFILM	TX AIDH	ABETICAL	Ø FILE DRAWER(S) . 20 ☐ MICROFILM(S)	
☐ LEGAL SIZE ☐ COMPUTER TAPE	CX NUMI		NUMBER CI COMPUTER TAPE(S) 10	
☐ BOUND BOOK 🧖 FLOPPY DISK	1	ONOLOGICAL	Of OTHER(SPECIFY) Storage boxes 10	
☐ AUDIO TAPE ☐ VIDEO TAPE	GEO0	GRAPHICAL		
O OTHER(SPECIFY)	OTHER(SPECIFY)		10. ANNUAL ACCUMULATION FILE DRAWER(S) MICROFILM REEL(S) COMPUTER TAPE(S) OTHER(SPECIFY)	
11. FILE IS USED	1	12. FILE BECOMES INACT	TVE AFTER	
DA DAILY O WEEKLY O MONT	HLY	5 NUMBER	MONTHS(S) TEARS(S)	
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) 296, 2nd floor, 2113 15. ACCESS RESTRICTIONS Q YES NO (IF YES, CITE LAW(S) & REGULATION(S)		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) THE YES NO		
		16. AUDIT REQUIREMENTS O NONE O STATE D FEDERAL O INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) TYES X NO		18. RECOMMENDED RETENTION Screen annually & destrumaterial for which no further reference is rematerial having contuing admin legal, fiscal, torical value to be microfilmed for retention UMCP archives for 25 yr., then destroy. Mate relating to development of Center should be retained permanently in archives.		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE N	UMBER	21. DATE	
Mary Ann Winslow, Admin Asst.	405-1582		4/14/95	

·			•		
INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSIT	Y OF MARYLAND AT	AGENCY RECORDS INVENTORY		
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COTI	LEGE PARK	PAGEOF		
1. AGENCY Biotechnology Institute University of Maryland AXXXXIXAGE PERK	2. DIVISION Ctr for Agric	cultural Biotech.	3. UNIT		
		CORDS NORMALLY FILED AND LND DISPOSITION PURPOSES	USED AS A UNIT FOR REFERENCE		
4. RECORD SERIES TITLE Miscellaneous Accounting Records			5. EARLIEST YEARATEST YEAR 1989 TO 1995		
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIPTION (IN THE SERIES.) Files include completed copies of forms for fee charges, report of requisition ledgers, travel requision ledgers, communication service requests, pay journals.	NCLUDE THE PURPO of transfers of fees, accour lests, expense	ose or function of the of payroll and no not general ledger errorts, petty	serres) n-payroll charges, journal s, purchase orders, invoices, cash reports, deposit forms,		
7. RECORD SERIES FORMAT(S) 2. LETTER SIZE	8. RECORD SERIES SEQUENCE ALPHABETICAL NUMERICAL CHRONOLOGICAL GEOGRAPHICAL		9. VOLUME D FILE DRAWER(S) . 10		
Payroll journals 11" x 17"	O OTHE	ir(specify)	FILE DRAWER(S) 3 NUMBER MICROFILM REEL(S) COMPUTER TAPE(S) OTHER(SPECIFY)		
11. FILE IS USED		12. FILE BECOMES INACT	IVE AFTER		
DAILY OWEEKLY OMONTH	ILY	$\frac{5}{\text{NUMBER}}$ \square MONTHS(S) \bowtie YEARS(S)			
13 CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) 296, 2nd Floor, 2113		14. IS RECORD SERIES DU (IF YES, SPECIFY AGENC (M) YES			
15. ACCESS RESTRICTIONS Q YES Q NO (IF YES, CITE LAW(S) & REGULATION(S)		16. AUDIT REQUIREMENTS O NONE STATE XX FEDERAL STADEPENDENT 18. RECOMMENDED RETENTION Retain for five years and/or until all audit requirements have been fulfil led, then destroy.			
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) TYPES ONO .					
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NU	IMBER	21. DATE		
Mary Ann Winslow, Admin. Asst.	405-1582		4/14/95		

· · · · · · · · · · · · · · · · · · ·					
INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY OF MARYLAND AT		AGENCY RECORDS INVENTORY		
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	соп	LEGE PARK	PAGEOF		
1. AGENCY Biotechnology Institute University of Maryland/XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	2. DIVISION Ctr for Agr	ic. Biotech.	3. UNIT		
		CORDS NORMALLY FILED AND AND DISPOSITION PURPOSES	USED AS A UNIT FOR REFERENCE		
4. RECORD SERIES TITLE Center for Agricultural Biotechr	nology Grant	Files	5. EARLIEST YEAR/LATEST YEAR 1986 to 1995		
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIPTION (IN THE SERIES.) Files include all proposed grant all year(s) Center budgets (past letters, announcements, account	NCLUDETHE PURPO t requests, a t, current, a	ose or function of the ll funded grants nd projected), la	series.) , all updating of grant funds, aboratory vendor files, news-		
7. RECORD SERIES FORMAT(S) Q LETTER SIZE MICROFILM LEGAL SIZE COMPUTER TAPE	8. RECORD SERIES S ALPH.	ABETICAL	9. VOLUME FILE DRAWER(S) 15 MICROFILM(S) NUMBER COMPUTER TAPE(S)		
☐ BOUND BOOK ☐ FLOPPY DISK ☐ AUDIO TAPE ☐ VIDEO TAPE	☐ CHRC	NOLOGICAL	OTHER(SPECIFY)		
OTHER(SPECIFY)	☐ GEOGRAPHICAL ☐ OTHER(SPECIFY)		10. ANNUAL ACCUMULATION FILE DRAWER(S) 5 NUMBER MICROFILM REEL(S) COMPUTER TAPE(S) OTHER(SPECIFY)		
11. FILE IS USED Q DAILY Q WEEKLY Q MONTH	ILY	12. FILE BECOMES INACT 5 NUMBER	TVE AFTER MONTHS(S) X ^Q YEARS(S)		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) 296, 2nd floor, 2111		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) XP YES XP NO UMBI, accts. payable			
15. ACCESS RESTRICTIONS Q YES NO (IF YES, CITE LAW(S) & REGULATION(S)		16. AUDIT REQUIREMENTS □ NONE 🛈 STATE 🐧 FEDERAL 🗶 INDEPENDENT			
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) PYES ONO		18 RECOMMENDED RETENTION Material should be retained for five years and/or until all audit requirements have been fulfilled, then destroyes.**			
			10 mm		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NU	мвек	21. DATE.		
Mary Ann Winslow, Admin. Asst.	405-1582		4/14/95		

<u>:</u>					
INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		Y OF MARYLAND AT EGE PARK	AGENCY RECORDS INVENTORY PAGE1of1_		
1. AGENCY Biotechnology Institute University of Maryland/acx XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	2. DIVISION Ctr for Ag B	iotech.	3. UNIT		
		CORDS NORMALLY FILED AND UND DISPOSITION PURPOSES	USED AS A UNIT FOR REFERENCE		
4 RECORD SERIES TITLE CTR for Ag. Biotech. Administrat	ive Files		5. EARLIEST YEAR/LATEST YEAR 1990TO1995_		
Files include all CAB personnel time sheets and yearly reports car files, daily parking use fi files, benefit infomration, ret directors on network, all mater	and payroll of leave, cur les, grant re irement infor	files, contract ericulum vitae (upports of spending mation, inventory	employee time sheets, faculty odated), leave forms, state and projections, blank form forms, backup public computer		
7. RECORD SERIES FORMAT(S) **D LETTER SIZE	8. RECORD SERIES SEQUENCE ALPHABETICAL NUMERICAL CHRONOLOGICAL GEOGRAPHICAL OTHER(SPECIFY)		9. VOLUME Microfilm(s) 15 Microfilm(s) 10 Other(specify) 10. Annual accumulation Microfilm reel(s) 10 Microfilm reel(s) Computer tape(s) Other(specify) Other(specify) Other(specify) Other(specify) Other(specify) Microfilm reel(s) Other(specify) Other(specify) Microfilm reel(s) Other(specify) Other(specify) Microfilm reel(s) Other(specify) Microfilm reel(s) Other(specify) Microfilm reel(s) Microfilm reel(s)		
11. FILE IS USED Ö DAILY O WEEKLY O MONTH	нгл	12. FILE BECOMES INACT 5 NUMBER	IVE AFTER MONTHS(S) ** YEARS(S)		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) 296, 2nd floor, 2113 & 2111		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) CX YES XD NO UMBI, Payroll			
15. ACCESS RESTRICTIONS TYPES IN NO (IF YES, CITE LAW(S) & REGULATION(S)		16. AUDIT REQUIREMENTS ☐ NONE ③ STATE ☐ FEDERAL X☐ INDEPENDENT			
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) THE NO NO		kept for 5 yea then destroy. 5 years until destroy.	ENTION Personnel files to be us beyond termination of employed All otherofiles to be kept for audit requirements are met, then		
19. NAME AND TITLE OF PREPARER Mary Ann Winslow, Admin, Asst	20. TELEPHONE NO 405-1582	UMBEK	21. DATE 4/14/95		

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	UNIVERSII	TY OF MARYLAND AT	AGENCY RECORDS INVENTORY		
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COL	LEGE PARK	PAGEOF1		
1. AGENCY Biotechnology Institute University of Maryland AXXXXXIII	2 DIVISION Ctr for Ag Biotech		3. UNIT		
		ECORDS NORMALLY FILED AND AND DISPOSITION PURPOSES	USED AS A UNIT FOR REFERENCE		
4. RECORD SERIES TITLE CENTER FOR AGRICULTURAL BIOTECH.	LABORATORY F	ILES	5. earliest year/latest year —1987to _1995		
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIPTION IN THE SERIES.		NFORMATION/DOCUMENTS OSE OR FUNCTION OF THE			
Files include research and compi publications used during publica	led analyses	, publications re	sulting from work, background		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	SEQUENCE	9. VOLUME PILE DRAWER(S) 150		
☐ LEGAL SIZE ☐ MICROFILM ☐ LEGAL SIZE ☐ COMPUTER TAPE ☐ BOUND BOOK ☐ FLOPPY DISK	XX NUM	ABETICAL ERICAL DNOLOGICAL	NUMBER COMPUTER TAPE(S) OTHER(SPECIFY)		
O AUDIO TAPE O OTHER(SPECIFY)		GRAPHICAL ER(SPECIFY)	10. ANNUAL ACCUMULATION Computer tape(s) Compu		
11. FILE IS USED CXDAILY COMEEKLY COMONTE	ILY	12. FILE BECOMES INACT	TVE AFTER MONTHS(S) D YEARS(S)		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) 073-2212,2212C;090-1208A;795-130 296-2115,2117,2119,2121,2109	5,1307	NUMBER 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) 16. AUDIT REQUIREMENTS 16. NONE 17. STATE 17. FEDERAL 18. INDEPENDENT			
15. ACCESS RESTRICTIONS Q YES Q NO (IF YES, CITE LAW(S) & REGULATION(S)					
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) I YES XI NO		(data) should b All other files or until all au then destroy.	ention Material relating to analyse retained permanently.* should be retained 5 years and/dit requirements are fulfilled,		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NI	UMBER	21. DATE		
Mary Ann Winslow, Admin. Asst.	405-1582		4/14/95		

· · · · · · · · · · · · · · · · · · ·							
INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSIT	Y OF MARYLAND	AGENCY RECORDS INVENTORY PAGE 1 OF 1				
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COL	LEGE PARK					
1. AGENCY Biotechnology Institute University of Maryland AXX EXCENSIVE XPONTS	ic. Biotech.	3. UNIT					
		ECORDS NORMALLY FILED AND AND DISPOSITION PURPOSES	USED AS A UNIT FOR	REFERENCE			
4. RECORD SERIES TITLE Center for Agricultural Biotechn	ology Teachir	na Files	5. EARLIEST YEAR/LATEST YEAR 1986 to 1995				
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCR	IBE THE TYPES OF II		FORMS FOUND				
Files include instruction materi recommendations.	als, prospect	tur, syllabus, ex	ams, student	records,			
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	SEQUENCE	9. VOLUME	FILE DRAWER(s) . 25			
□ MICROFILM	∑ ALPH	HABETICAL	~ 0				
☐ LEGAL SIZE ☐ COMPUTER TAPE	∑ NUMI	ERICAL	NUMBER 0	COMPUTER TAPE(S)			
☐ BOUND BOOK ☐ FLOPPY DISK	₩ CHRO	ONOLOGICAL	Ü	OTHER(SPECIFY)			
☐ AUDIO TAPE ☐ VIDEO TAPE	<u>'`</u>	GRAPHICAL					
OTHER(SPECIFY)	отні	ER(SPECIFY)	10. ANNUAL ACCU	_			
		•	7134222 0	FILE DRAWER(S) 5 MICROFILM REEL(S)			
			NUMBER C	COMPUTER TAPE(S)			
			0	OTHER(SPECIFY)			
			_				
11. FILE IS USED		12. FILE BECOMES INACT	IVE AFTER				
DAILY OWEEKLY OMONTH	ILY	5 □ MONTHS(S) XX YEARS(S) NUMBER					
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)		14. IS RECORD SERIES DU		ERE?			
296:2119,2115 090:1208A 073:2212	296:2119,2115 090:1208A 073:2212,2212C			(IF YES, SPECIFY AGENCY OR OFFICE) \$7 YES \$7 NO Records & Registration			
15. ACCESS RESTRICTIONS YES Y NO (IF YES, CITE LAW(S) & REGULATION(S)		16. AUDIT REQUIREMENTS					
	18. RECOMMENDED RETENTION Material relating to student records should be retained 25 years, then destroyed of five years and/ or until all audit requirements have been fulfilled, then destroyed.**						
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) J YES XX NO							
19. NAME AND TITLE OF PREPARER	20. TELEPHONE N	ı UMBER	21. DATE				
ary Ann Winslow, Admin. Asst. 405-1582			4/14/95	•			